



NEBS Fund Mapping Manual

Nevada Budget Division
<http://budget.nv.gov>

2015-2017 Biennium
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Activity/Fund Mapping Instructions for NEBS

INTRODUCTION

These instructions are a guide for the activity/fund mapping process only. It is assumed individuals using this tutorial have knowledge of NEBS and the budgeting process. Please see the budget website at <http://budget.nv.gov/Manuals-Instructions/> for additional assistance on those topics.

GETTING STARTED

The Mapping tab within each budget account extracts data populated in the NEBS tab as well as the Activity Budget tab, which makes it very important to follow the steps below. The steps below are intended to help the user successfully navigate the mapping process. Note: It will be much easier to ensure the mapping is in balance if the line item budgets have been balanced prior to beginning the mapping process.

NEBS Tab

Account Maintenance - Clean-Up Categories, GLs, Line Item and Activity Position Groups.

Prior to accessing the mapping tab the user should review the Account Maintenance tab to ensure the Categories, GLs, Line Item Position Groups, and the Activity Position Groups are valid. By verifying the data populated in the various “views”, the user will ensure only relevant information is available when they begin to set rules and map.

NOTE: If a RGL is in the Line Item or the Account Maintenance, it will be included in the mapping. If a RGL is listed in the Account Maintenance, but is not needed (zero funding) for Actual, Work Program, Yr1, and Yr2, it can be deleted. The RGL's can also be managed manually by clicking on the 'Manage RGL List' in the 'Rule by RGL' tab. This will allow you to delete an RGL that was included in the Base budget if you know you will not need it in the upcoming biennium.

Position Tab – Identify Line Item and Activity Groups for each PCN. Rename default groups with a meaningful name. Make sure all your positions are tied to the correct position and activity group.

Mapping Tab - effective mapping requires the user to complete the steps in order as they are listed below:

- Add Activities
- Manage RGL List (if necessary, manually eliminate any RGL's not needed)
- Set Rules by Activity
- Set Rules by RGL
- Mapping

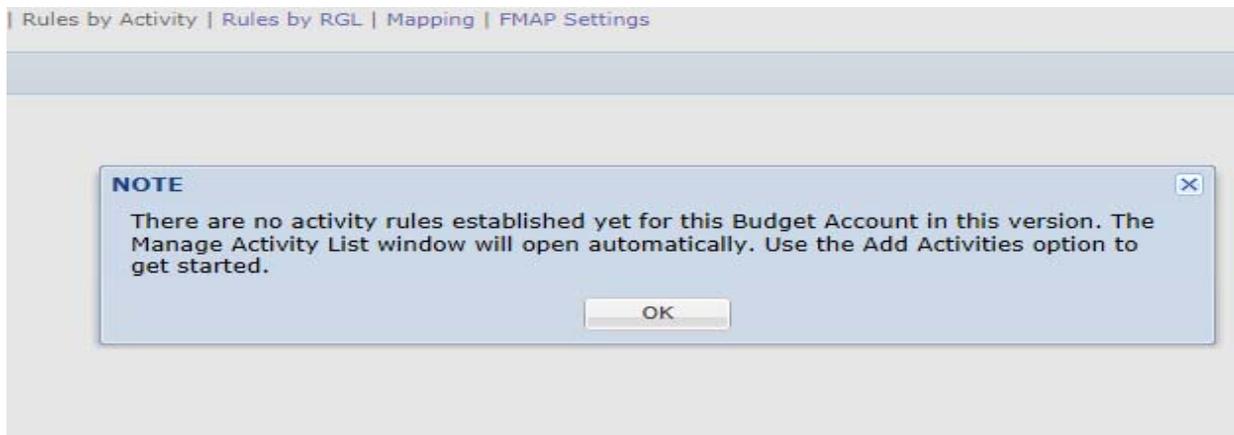
Activity Budget Tab (Priorities & Performance Based Budgeting)

Make sure all your activities have been updated and the titles are correct. The Activities tab within the Activity Budget must be populated with the Activity Name to allow the user to select activities in order to making the initial entry into the mapping tab.

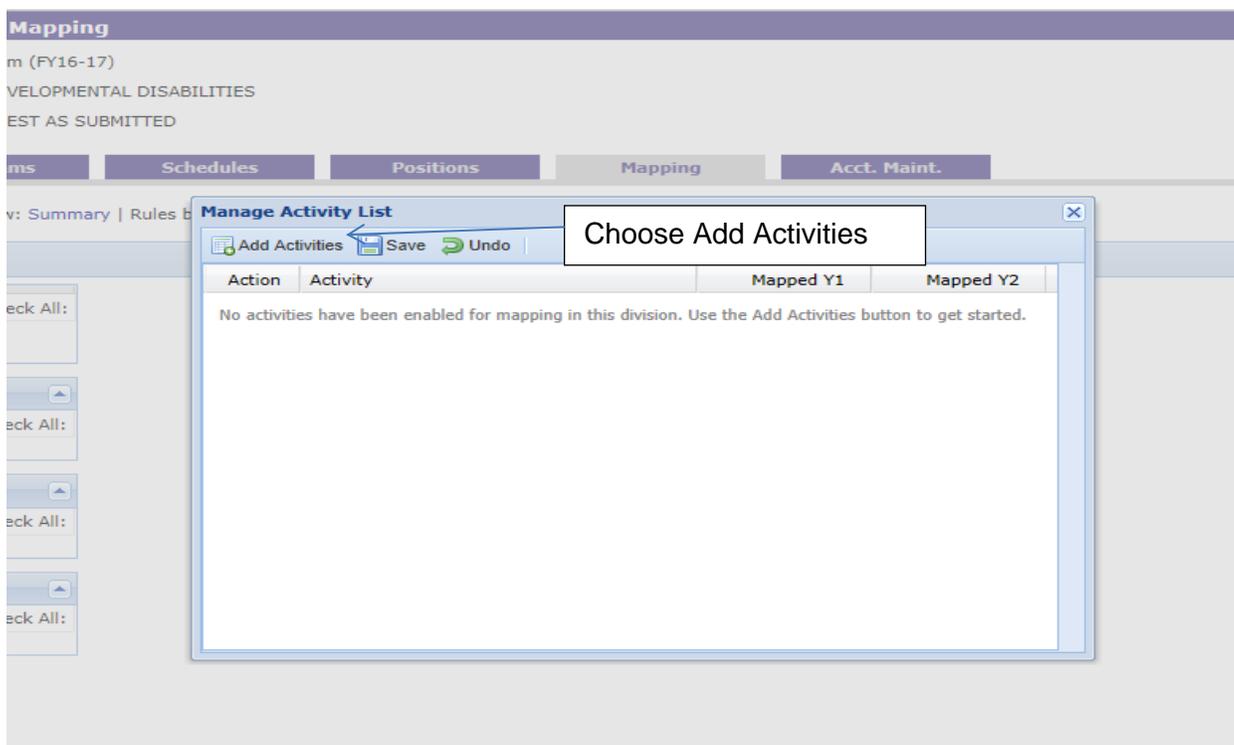
SETTING RULES

Rules - Selecting Activities

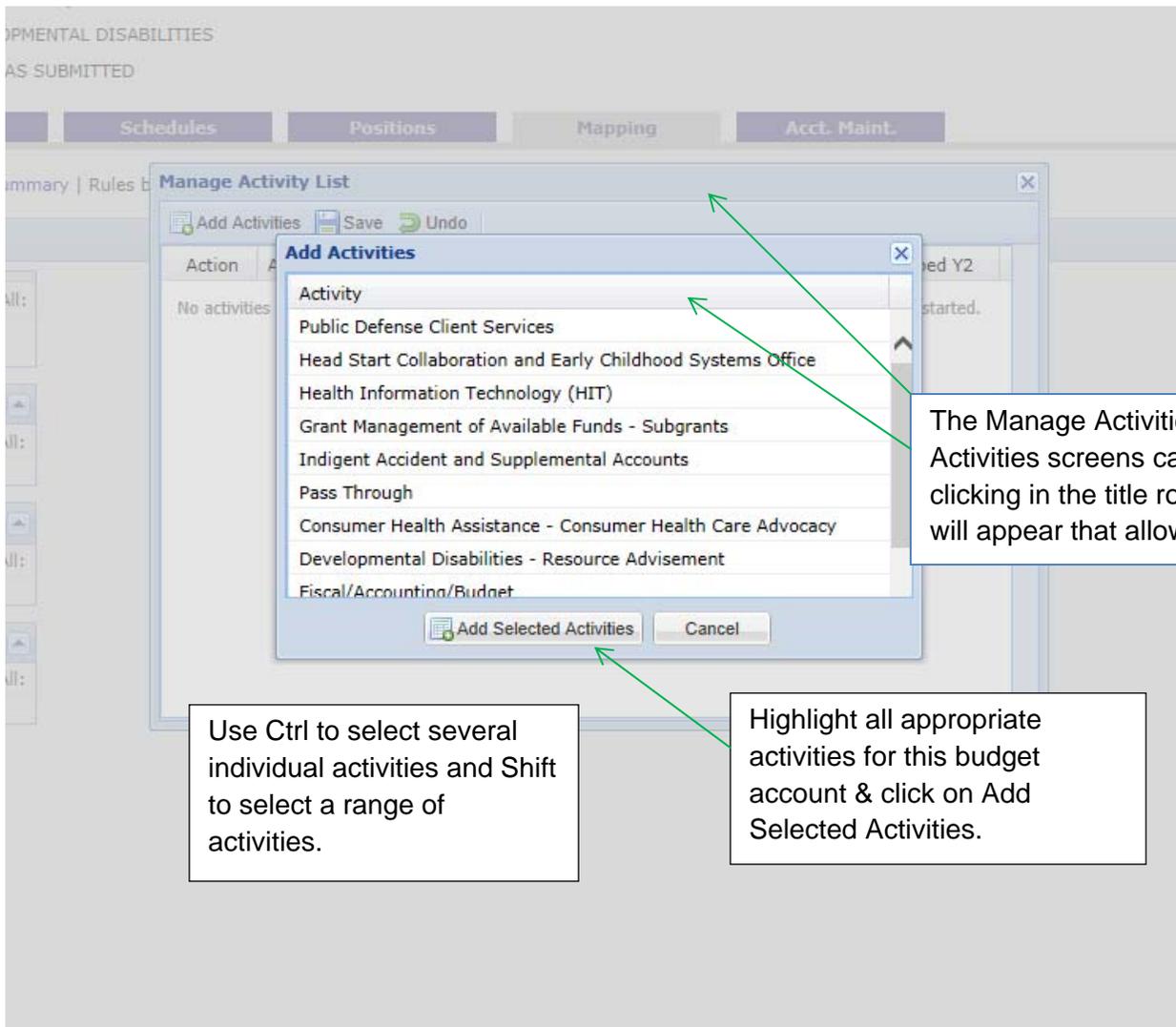
When the user selects the Mapping tab within a budget account, the first screen will include a popup note advising the user that no activities have been established for this budget account in this version. Click OK.



This will bring up the next popup box stating there are no activities. From the task bar click on the Add Activities icon.



The list of Activities shown below is linked to the Activity Budget, Activity tab for the Division code. Depending on the cleanup efforts that were completed prior to mapping, or the number of activities identified, determines the length of this list.



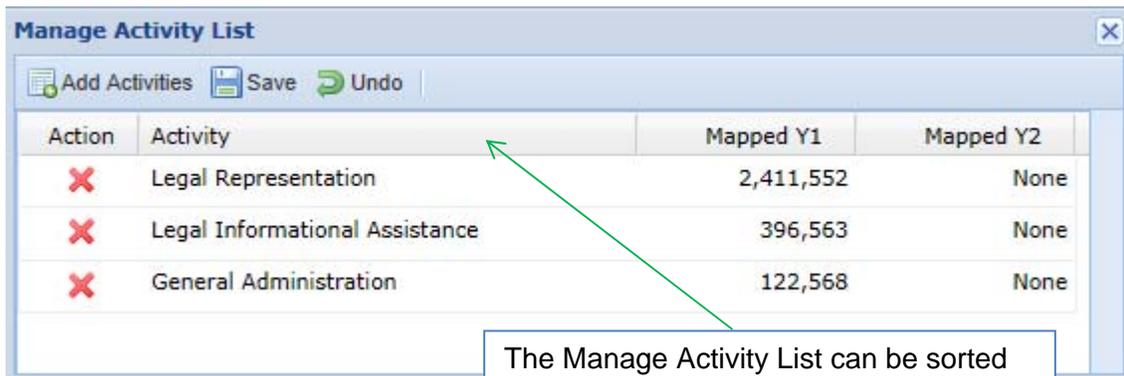
Use Ctrl to select several individual activities and Shift to select a range of activities.

Highlight all appropriate activities for this budget account & click on Add Selected Activities.

The Manage Activities and Add Activities screens can be sorted by clicking in the title row. A drop down will appear that allows you to sort.

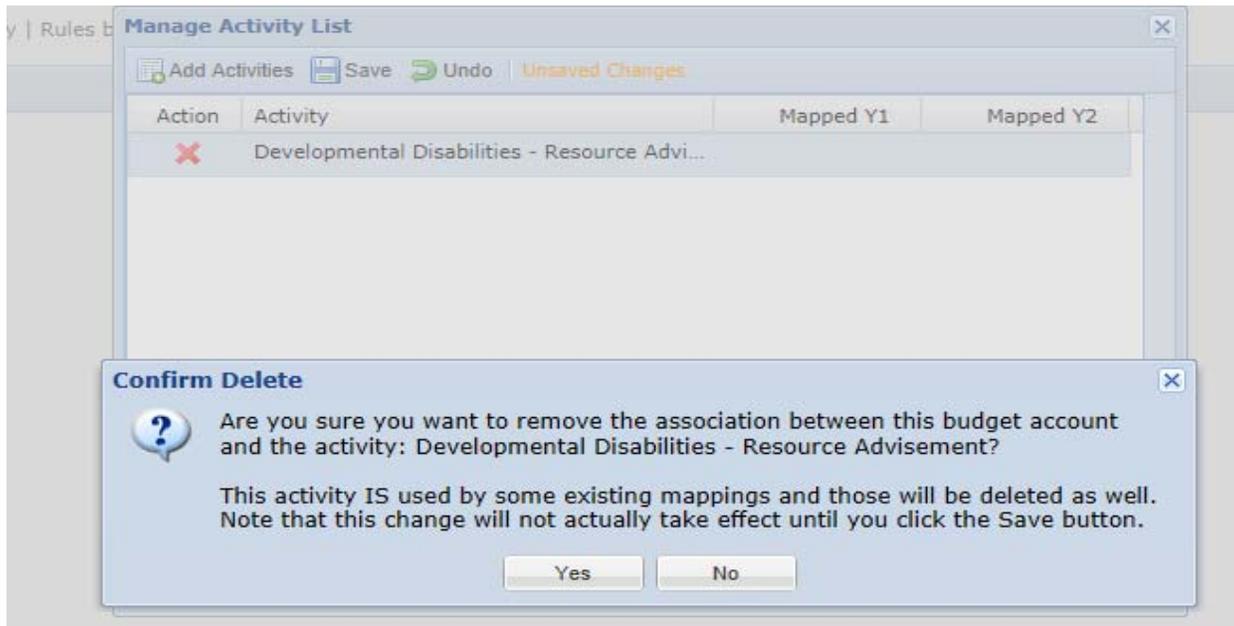
Select all appropriate Activity(s) for the budget account. For multiple activities, traditional multiple selection of activities can be used. For example, use the Ctrl key for several individual activities or the Shift key for a range of activities. Once all activities are highlighted, click on the Add Selected Activities button.

The highlighted activities will show as added. Verify to make sure these are correct. If not, click the red X to delete activities not needed. Choose Save when the selected activities are correct.



The Manage Activity List can be sorted by clicking in the title row. A drop down will appear that allows you to sort.

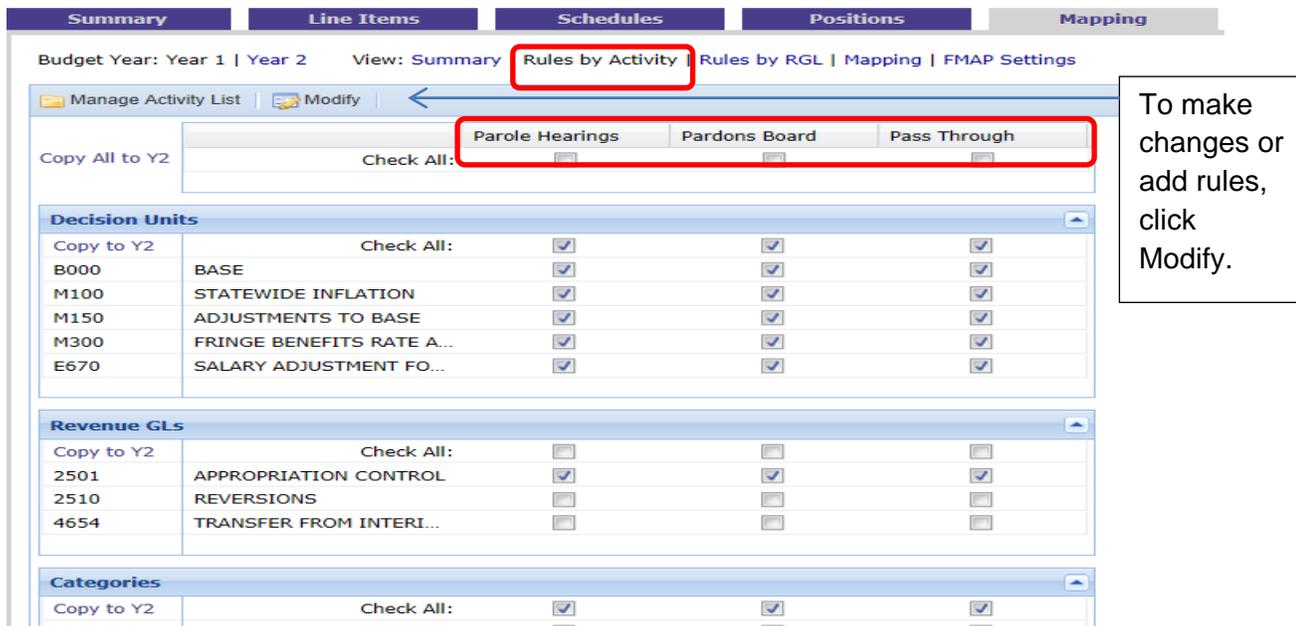
When deleting an activity, a message will appear to confirm the deletion. NOTE: If the activity is deleted after mapping has started, the deletion of the activity will delete all mapping tied to that activity.



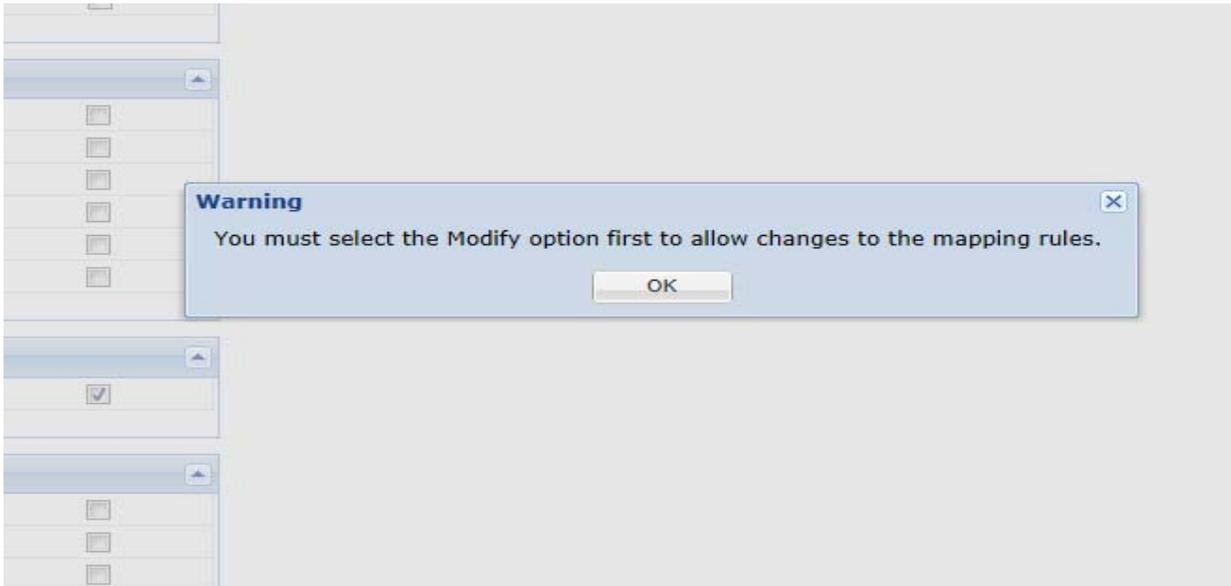
Once the correct Activities are listed, click on Save. If Undo is selected, changes will be discarded since that last successful save.

Rules by Activity

Once the activities are selected and saved, the activity title (as entered in the Activity Budget tab) is displayed on the screen. Clicking on the Excel icon on this screen will create a blank template that lists the Rules by Activity and Rules by RGL. This can be used as a tool to determine the rules that need to be set for each activity and RGL. Completing this in advance of setting the rules will expedite this process.



When selecting the Rules by Activity, click on the Modify icon. A warning will appear if Modify is not selected.



Rules by Activity allow the user to limit necessary mapping by selecting the appropriate decision units, Revenue GLs, and/or categories applicable to the specific budget account. Any limitations assigned in the rules sections streamlines the mapping function for an activity by displaying only those activities that apply to the rules set. If Base is selected, M300 and E670 will also be selected as these decision units will be mapped similarly to Base for Cat 01. Decision Units highlighted grey, have dependencies from other decision units. Such as M300 and E670.

If all decision units and categories should be included for mapping, click on the Check All box below the individual Activity Name. Alternatively, the user can select 'Check All' and un-check individual categories. Otherwise, select the specific categories that apply to the activity. In addition, if Yr 2 is the same as Yr 1, click on the copy to Yr 2 box. (It is advisable to set all rules before copying to Yr2.)

Summary | Line Items | Schedules | Positions | Mapping

Budget Year: Year 1 | Year 2 View: Summary | Rules by Activity | Rules by RGL | Mapping | FMAP Settings

Manage Activity List Save Undo Unsaved Changes

Copy All to Y2	Developmental Dis...	Check All:	<input type="checkbox"/>
----------------	----------------------	------------	--------------------------

Click on Check All for all decision units and categories checked.

Copy to Y2	Revenue GLs	Check All:	<input checked="" type="checkbox"/>
------------	-------------	------------	-------------------------------------

Click on Check All for Yr 1 to copy to Yr 2.

Copy to Y2	Categories	Check All:	<input type="checkbox"/>
01	PERSONNEL		<input checked="" type="checkbox"/>
02	OUT-OF-STATE TRAVEL		<input checked="" type="checkbox"/>
03	IN-STATE TRAVEL		<input checked="" type="checkbox"/>
04	OPERATING EXPENSES		<input checked="" type="checkbox"/>
05	EQUIPMENT		<input checked="" type="checkbox"/>
10	DD COUNCIL		<input checked="" type="checkbox"/>
12	MEDICAID INFRASTRUCT...		<input checked="" type="checkbox"/>
26	INFORMATION SERVICES		<input checked="" type="checkbox"/>
60	COST ALLOCATION TO D...		<input checked="" type="checkbox"/>
82	NEW CATEGORY FROM W...		<input checked="" type="checkbox"/>
86	RESERVE		<input checked="" type="checkbox"/>
87	PURCHASING ASSESSMENT		<input checked="" type="checkbox"/>
88	STATEWIDE COST ALLOC...		<input checked="" type="checkbox"/>
89	AG COST ALLOCATION PL...		<input checked="" type="checkbox"/>
93	RESERVE FOR REVERSIO...		<input type="checkbox"/>

Each section can expand or hide by click on the bar.

Remember to save often. This module allows the user to save incomplete mapping and will notify the user by changing the message from “unsaved changes” to “Save Successful”, but will leave the “Invalid Mapping” until the mapping has been completed correctly.

Catg: 04

Manage Mapping Levels Save Undo Remove Invalid Mapping Unsaved Changes

Catg: 02

Manage Mapping Levels Modify Copy to Y2 Copy to... Invalid Mapping Save Successful

Once information is saved with no errors, the “Invalid Mapping” will change to “Valid Mapping”.

Catg: 02

Manage Mapping Levels Modify Copy to Y2 Copy to... Valid Mapping Save Successful

Rules by Revenue GL (RGL)

The RGL's identified in this section are populated from the NEBS line item as well as the GLs set up in the Account Maintenance tab. Select the Rules by RGL and then click the Modify icon. Similar to what was completed under the Rules by Activity, this streamlines mapping by selecting the appropriate decision unit, activity, and/or category(s) that apply to a RGL. Any limitations assigned in the rules sections streamlines mapping an RGL by displaying only those decision units, categories, and GLs that apply to the rules set.

If all decision units, activities and categories should be included for mapping, click on the Check All box as shown above for the individual RGL. In addition, if Yr 2 is the same as Yr 1, click on the copy to Yr 2 link. (It is advisable to set all rules before copying to Yr2.)

NOTE: On this screen the RGL is shown. The title for a RGL will appear by hovering the mouse over the RGL number.

Manage RGL List | Modify | Save Successful

Copy All to Y2	2501	2510	4654
Check All:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Decision Units

Copy to Y2	Check All:		
B000	BASE	<input checked="" type="checkbox"/>	<input type="checkbox"/>
M100	STATEWIDE INFLATION	<input checked="" type="checkbox"/>	<input type="checkbox"/>
M150	ADJUSTMENTS TO BASE	<input checked="" type="checkbox"/>	<input type="checkbox"/>
M300	FRINGE BENEFITS RATE A...	<input checked="" type="checkbox"/>	<input type="checkbox"/>
E670	SALARY ADJUSTMENT FO...	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Activities

Copy to Y2	Check All:		
1	Parole Hearings	<input checked="" type="checkbox"/>	<input type="checkbox"/>
2	Pardons Board	<input checked="" type="checkbox"/>	<input type="checkbox"/>
7	Pass Through	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Categories

Copy to Y2	Check All:		
		<input checked="" type="checkbox"/>	<input type="checkbox"/>

MAPPING

Once the rules have been set, select the Mapping link. The screen below will appear. It is recommended that the user map exceptions at the lowest level first. For example, if all the mapping is the same for an entire budget account with the exception of one position, you would map the position down to the position level and map the remainder of the budget account at the default level. Note: mapping at the Budget Account level is required; mapping at all other levels is optional.

Summary | Line Items | Schedules | Positions | **Mapping** | Acct. Maint.

Budget Year: Year 1 | Year 2 View: Summary | Rules by Activity | Rules by RG | **Mapping** | FMAP Settings

▼ Data Validation Edits

Manage Mapping Levels 

▼ BA: 3743 - Default Mapping

To begin mapping click on the Manage Mapping Levels icon and a drop down of available areas to map will pop up.

Mapping Level	Mapping Y1	Lower Mapping Y1	Mapping Y2	Lower Mapping Y2
3813 B&I - INSURANCE REGULATION	0	13,047,853	12,561,916	0
Default Mappings (1st Order Exceptions)				
01 PERSONNEL (Non-Position Costs)	Add		Add	
01 PERSONNEL (Position Costs)	Add		Add	
Funding by Position Group	Add		Add	
Funding by PCN	58,046	0	Add	
Activity by Position Group	Add		Add	
Activity by PCN	58,046	0	Add	
02 OUT-OF-STATE TRAVEL	461	0	Add	
03 IN-STATE TRAVEL	12,655	0	Add	
04 OPERATING EXPENSES	263,397	0	Add	
05 EQUIPMENT	Add		Add	
08 FRAUD INVESTIGATIONS	8,780	0	Add	
09 ADVISORY COUNCIL	0	0	Add	
10 SERVICE CONTRACT	0	0	Add	
11 TRANSFER TO ATTORNEY GENERAL FRAUD	964,325	0	Add	
13 GRANT FUNDS	1,626,231	0	Add	

The folders can be expanded to show lower level mapping options. Select an area you wish to create a map for by clicking on “Add” in the Mapping Y1 or Y2 column. You will receive a message asking if you want to add a new mapping, choose yes. This will display the screen below which is where you will enter your mapping. Yellow highlighted fields allow entry. If the area is grayed out, entry is not available since it was limited by a rule. If it’s determined an entry is required, verify the rules that have been selected. The Manage Mapping Levels screen only shows where the mapping is located it does not show how the dollars are mapped. The Summary tab will show how the dollars are mapped. Additional information on the Summary tab is included later in the instructions.

Catg: 01 (Non-Position Costs)

Manage Mapping Levels | Save | Undo | Remove | Invalid Mapping | Unsaved Changes

LEVEL SUMMARY

Total Exp		2511	2512	2520
Expenditure Total (\$):	12,153			
Less Mapped at Lower Lvl (\$):	0			
Actv Dynamic (%):	%	%	%	%
RGL Dynamic (%):	0.00%	0.00%	0.00%	0.00%
Mapped Total (\$):	0	0	0	0

Activity: INSURANCE EXAMINATIONS

Total Exp	Alloc	Balance	2511	2512	2520
Expenditure Total (\$):	12,153	0			
Actv Dynamic (%):	0.00%		0.00%	0.00%	0.00%
RGL Dynamic (%):			0.00%	0.00%	0.00%
Total (\$):	0		0	0	0

The first step will be to enter the correct percentage for each activity in the first column entitled 'Alloc'. These percentages must add up to 100% and you will be able to check the total by using the Level Summary. All the amounts entered in the grids below the Level Summary, roll up and are totaled in the Level Summary.

Next you will begin to enter the appropriate percentages for funding under each RGL. Each grid for each activity must equal 100%. Once you have entered all your mapping and everything equals 100% the red "Invalid Mapping" icon will change to green "Valid Mapping". Please Note: Fixed amounts are not allowed and have been disabled. There may be some circumstances when a fixed amount is the only way to fund a specific RGL (for example, a capped grant). If you have a circumstance that requires a fixed amount in order to balance, contact your assigned budget analyst and they can provide access.

Once a map has been created a red asterisk will show up on the list above next to that area. If the mapping was valid and saved a green check mark will show up on the list above. Red flags indicate a problem with the mapping.

Once data has been modified and then saved, the update is shown in "Real Time."

Mapping can be copied from one year to another by clicking on the Copy to Y1 or Y2 icon located at the top of the mapping screen. You can also copy from one category to another or to a decision unit using the Copy to... icon.

Catg: 03

Manage Mapping Levels | Modify | Copy to Y2 | Copy to... | Valid Mapping

To the right of each mapping level the user is able to expand or collapse each grid. It can become very cumbersome if all grids are open.

Budget Year: Year 1 | Year 2 View: Summary | Rules by Activity | Rules by RGL | Mapping | FMAP Settings

Data Validation Edits

Manage Mapping Levels

- BA: 1352 - Default Mapping
- Catg: 01 (Position Costs)
- Catg: 85
- Catg: 86
- Catg: 01 (Position Costs - Funding by Position Group)
- Catg: 01 (Position Costs - Activities by Position Group)

Each grid can be expanded or collapsed as needed.

Mapping Positions

If BA level mapping will not accurately distribute the FTE, Cat 01 mapping must be completed. Prior to mapping positions, verify the Line Item Group and the Activity Group has been identified for each position in the Position tab in NEBS.

Home | NEBS | Activity Budget | Work Program | BDR | SFYE | Reports | DataMart | Admin | Messages

Budget Account Version Position List

Budget Account Positions

Budget Period: 2015-2017 Biennium (FY16-17)
Budget Account: 1017 DEFERRED COMPENSATION COMMITTEE
Version: A00 AGENCY REQUEST AS SUBMITTED

Summary | Line Items | Schedules | **Positions** | Mapping | Acct. Maint.

Decision Unit Filter: B000 BASE

View: Basic | Fringe | Salary Jump To Page: 1 Jump To PCN:

Viewing page 1 of 1: [Navigation icons] Save Save and Return Cancel Copy/Transfer... Recalc Payroll...

	DU	PCN #	Line Item Group	Activity Group	Class	Class Description	Type	Grade	Step	Ac
+ Add Position...										Total F
X [Icons]	B000	000001	G1 DEFAULT GROUP	G01 DEFAULT GROUP	U4308	DEFERRED COMP EXEC OFFICER	Existing	99	99	(
+ Add Position...										Total F

Viewing page 1 of 1: [Navigation icons] Save Save and Return Cancel Copy/Transfer... Recalc Payroll...

Both the Funding by Position Group and Activities by Position Group must be completed to properly map by position groups.

To begin mapping positions open the Manage Mapping Levels screen. To map at the category level, click on the "Add" link in the Mapping Y1 or Y2 column. To map at a lower level (position group or PCN) expand the 01

Personnel (Position Costs) folder and two additional folders will drop down (Funding by Position Group and Activity by Position Group). To map at the position group level, click on the “Add” link for each of those folders.

Mapping Level	Mapping Y1
1013 B&I - NV ATTORNEY FOR INJURED WORKERS	2,930,683
Default Mappings (1st Order Exceptions)	
01 PERSONNEL (Non-Position Costs)	Add
01 PERSONNEL (Position Costs)	Add ←
Funding by Position Group	Add ←
Activity by Position Group	Add ←

To map at the PCN level, expand the two folders to show additional mapping options (Funding by PCN and Activity by PCN).

Mapping Level	Mapping Y1
1013 B&I - NV ATTORNEY FOR INJURED WORKERS	2,930,683
Default Mappings (1st Order Exceptions)	
01 PERSONNEL (Non-Position Costs)	Add
01 PERSONNEL (Position Costs)	Add
Funding by Position Group	Add
Funding by PCN	Add ←
Activity by Position Group	Add
Activity by PCN	Add ←

To map at the position group level, add a map to the Funding by Position Group. This will pull up a grid with the position groups you have identified.

Catg: 01 (Position Costs - Funding by Position Group)

Manage Mapping Levels | Save | Undo | Remove | Invalid Mapping | Unsaved Changes

LEVEL SUMMARY

Total Exp	2511	2512	2520	3107	3316
Expenditure Total (\$): 5,756,744					
Less Mapped at Lower Lvl (\$): 0					
Less Fixed Mapping (\$): 0	0	0	0	0	0
Dynamic (%): %	%	%	%	%	%
Dynamic Mapping (\$): 0	0	0	0	0	0
Mapped Total (\$): 0	0	0	0	0	0

Position Groups

Code	Description	Mapped	Lower	Total	2511	2512	2520	3107	3316
CA 1	COST ALLOCATED...	5,756,744		Fixed (\$): 0	0	0	0	0	0
	Jump to PCN Map		0	Dynamic (%): 0.00%	0.00%	0.00%	0.00%	0.00%	0.00%

In the example above there is only one position group titled “Cost Allocated”. Add the percentages for each RGL that applies in the yellow boxes making sure the total percentage mapped equals 100%. Save the fund mapping.

Next map the activities for positions. To map positions at the activity group level, add a map to the Activity by Position Group. This will open a grid with the activity groups you have identified.

LEVEL SUMMARY

	Total Exp		INSURANCE...	PRODUCER...	LEGAL AND...	RATE AND F...
Expenditure Total (\$):	5,756,744					
Less Mapped at Lower Lvl (\$):	0					
Less Fixed Mapping (\$):	0		0	0	0	0
Dynamic (%):	%		%	%	%	%
Dynamic Mapping (\$):	0		0	0	0	0
Mapped Total (\$):	0		0	0	0	0

Position Groups

Code	Description	Mapped	Lower	Total	INSURANCE...	PRODUCER...	LEGAL AND...	RATE AND F...
1	ADMIN	524,283		Fixed (\$): 0	0	0	0	0
	Jump to PCN Map		0	Dynamic (%): 0.00%	0.00%	0.00%	0.00%	0.00%
10	EXAMS 75 / ADMIN...	687,905		Fixed (\$): 0	0	0	0	0
	Jump to PCN Map		0	Dynamic (%): 0.00%	0.00%	0.00%	0.00%	0.00%
11	EXAMS 25/CAPTIV...	86,750		Fixed (\$): 0	0	0	0	0
	Jump to PCN Map		0	Dynamic (%): 0.00%	0.00%	0.00%	0.00%	0.00%
12	LEGAL AND ENFO...	667,309		Fixed (\$): 0	0	0	0	0
	Jump to PCN Map		0	Dynamic (%): 0.00%	0.00%	0.00%	0.00%	0.00%

For each activity group, enter the correct percentage that applies to each activity in the yellow boxes. In the example above the percentage split has been included in the activity position group title. For example Exams 75/Admin 25 indicates this group of positions spends 75% of their time on the Exams activity and 25% of their time on the Admin activity. This simplifies this task.

If you have positions that have specific funding and cannot be included in a group, you will need to select Funding by PCN and Activity by PCN from the Manage Mapping Levels. The procedures above also apply to mapping individual positions. Remember positions must be mapped in both the funding and activity areas.

Once you drill down to the map by PCN level, a filter is available to locate the specific PCN that needs to be mapped. Enter the criteria in the search boxes and click on Search. You may need to uncheck the Existing Maps Only box if the position you are looking for has not been mapped.

LEVEL SUMMARY

	Total Exp		2511	2512	2520
Expenditure Total (\$):	5,756,744				
Less Mapped at Lower Lvl (\$):	0				
Dynamic (%):	%		%	%	%
Mapped Total (\$):	0		0	0	0

PCNs

Enter criteria below and click the Search button. NOTE: the position search field queries the code and description for any text you enter.

Position Group: Position Search: Existing Maps Only: Search

PCN	Class Title	Mapped	Lower	Total	2511	2512	2520
OTHER	Total other positions	5,756,744	0	Total (\$): 0.00%	0.00%	0.00%	0.00%

Mapping Reserves

Agencies do not need to identify the source of revenues generating the Reserves and the Adjustment to Reserves (ATR) this biennium.

The system will calculate the net increase/decrease to Reserve for each budget account. The net increase will be represented by a negative amount and the net decrease will be represented by a positive amount. The agency will be required to enter the distribution percentage of the ATR at the Default Mapping level. If the user creates a lower mapping level, the higher level amount will be adjusted to only account for unmapped dollars.

ATR can only be mapped at the budget account level or the DU level (or lower levels within the DU). In other words, ATR cannot be mapped in the default mapping for categories. To ensure the system calculates the proper fixed amount for each DU, do not create a default mapping for a category if the category is funded in whole or in part by Reserves in any DU, including B000.

In the following example, the agency has a net increase to Reserve in the amount of \$55,535 (represented by a negative amount in the ATR column). The agency will be required to enter the percentage of ATR for each activity at the Default Mapping level. In this example, the agency allocated 20% (\$11,107) to the Financial Planning and Management activity and 80% (44,428) to the Fiscal Implementation and Tracking activity.

Data Validation Edits

Manage Mapping Levels Modify Copy to Y2 Valid Mapping

Logical Limits

Validation Summary

		3831	ATR
Line Item RGL Total (\$):		2,669,094	-55,535
Mapping Total (\$):		2,669,094	-55,535
Deviation (s/b \$0)		0	0

Manage Mapping Levels

BA: 1371 - Default Mapping

Manage Mapping Levels Modify Copy to Y2 Copy to... Valid Mapping Save Successful

LEVEL SUMMARY

	Total Exp		3831	ATR
Expenditure Total (\$):	2,613,559			
Less Mapped at Lower Lvl (\$):	0			100.00%
Less Fixed Mapping (\$):	-55,535		0	-55,535
Actv Dynamic (%):	100.00%	100.00%	100.00%	0.00%
RGL Dynamic (%):			100.00%	0.00%
Dynamic Mapping (\$):	2,669,094		2,669,094	0
Mapped Total (\$):	2,613,559		2,669,094	-55,535

Activity: Financial Planning and Management

	Total Exp	Alloc	Balance	3831	ATR
Expenditure Total (\$):	2,613,559	20.00%	533,819		20.00%
Fixed (\$):	-11,107			0	-11,107
Actv Dynamic (%):	100.00%			100.00%	0.00%
RGL Dynamic (%):				20.00%	0.00%
Dynamic Total (\$):	533,819			533,819	0
Total (\$):	522,712			533,819	-11,107

Activity: Fiscal Implementation and Tracking

	Total Exp	Alloc	Balance	3831	ATR
Expenditure Total (\$):	2,613,559	80.00%	2,135,275		80.00%
Fixed (\$):	-44,428			0	-44,428
Actv Dynamic (%):	100.00%			100.00%	0.00%
RGL Dynamic (%):				80.00%	0.00%
Dynamic Total (\$):	2,135,275			2,135,275	0
Total (\$):	2,090,847			2,135,275	-44,428

FMAP Settings (DHHS Users Only)

This section is under development. Additional information on FMAP will be distributed as it becomes available.

Logical Limits

Thresholds

Click on the blue bar titled Data Validation Edits, and then select the Logical Limits section by clicking on the blue bar titled “Logical Limits”. This area is used if the budget contains capped revenue, such as a capped grant. The Cap row is used to enter the capped amount of the revenue in the threshold area.

NOTE: this area will not be used very often.

	2501	2507	2510	2511	2520	3274	3455	3540
Cap:	0	0	0	0	0	10,000	0	0
Adjust:								

If an amount is entered in this area, the user should click in the yellow area under the amount in the row titled “Adjust” and enter a description of this entry to include, but is not limited to, how this amount should be balanced. A pop-up block will appear once a field on the Adjust row is selected in which to add this information for balancing.

Logical Limit: Adjust

Title: Community Services Block Grant

Description: These funds promote economic self-sufficiency, family stability, and community revitalization by assisting families with income at or below 125% of federal poverty guidelines. This RGL provides funding to the CSBG category 45.

Save Cancel

Data Validation Edits

Once you have completed all your mapping and eliminated all red flags you can verify the funding is in balance with the line item by clicking on the Data Validation Edits.

Budget Year: Year 1 | Year 2 View: Summary | Rules by Activity | Rules by RGL | Mapping | FMAP Settings

Data Validation Edits

Manage Mapping Levels

This will pull up a grid that shows the line item total, mapping total and Deviation for each RGL.

Logical Limits

Validation Summary

	2511	2512	2520	3107	3316	3326	3401	3581
Line Item RGL Total (\$):	3,436,248	0	0	0	1,134,500	0	0	1,640,743
Mapping Total (\$):	2,950,311	0	0	0	1,160,678	0	0	1,640,743
Deviation (s/b \$0)	-485,937	0	0	0	26,178	0	0	-1

Manage Mapping Levels

If the deviation is not zero there is an error in either the fund mapping or the line item. Review entries and update the line item or fund mapping to ensure consistency.

SUMMARY

The summary tab shows how the dollars are actually mapped. To view the summary select Summary and the following screen will pop up:

Budget Year: Year 1 | Year 2 View: **Summary** | Rules by Activity | Rules by RGL | Mapping | FMAP Settings

Summary Mapping View by: Funding

	Total	2511	2512	2520	3107	3316
Line Item RGL Total (\$):	13,047,853	3,436,248	0	0	0	1,134,500
Mapping Total (\$):	7,348,393	2,950,311	0	0	0	1,160,678

Summary Level	Total	2511	2512	2520	3107	3316
3813 B&I - INSURANCE REGULATION	7,290,347	2,950,311	0	0	0	1,154,067

The summary can be expanded by clicking on the arrow next to the yellow folders.

Summary Mapping View by: Funding

	Total	2511	2512	2520	3107	3316
Line Item RGL Total (\$):	13,047,853	3,436,248	0	0	0	1,134,500
Mapping Total (\$):	7,348,393	2,950,311	0	0	0	1,160,678

Summary Level	Total	2511	2512	2520	3107	3316
3813 B&I - INSURANCE REGULATION	7,290,347	2,950,311	0	0	0	1,154,067
01 PERSONNEL	11,391	0	0	0	0	1,730
02 OUT-OF-STATE TRAVEL	461	0	0	0	0	70
03 IN-STATE TRAVEL	12,655	0	0	0	0	1,922
04 OPERATING EXPENSES	263,397	0	0	0	0	39,999
05 EQUIPMENT	0	0	0	0	0	0
08 FRAUD INVESTIGATIONS	8,780	0	0	0	0	1,333
09 ADVISORY COUNCIL	0	0	0	0	0	0
10 SERVICE CONTRACT	0	0	0	0	0	0
11 TRANSFER TO ATTORNEY GENERAL FRA...	964,325	0	0	0	0	964,325
13 GRANT FUNDS	1,626,231	0	0	0	0	0

The summary has two view selections, Funding or Funding (DU). Use the drop down arrow to change views.

Summary Mapping View by: Funding (DU)

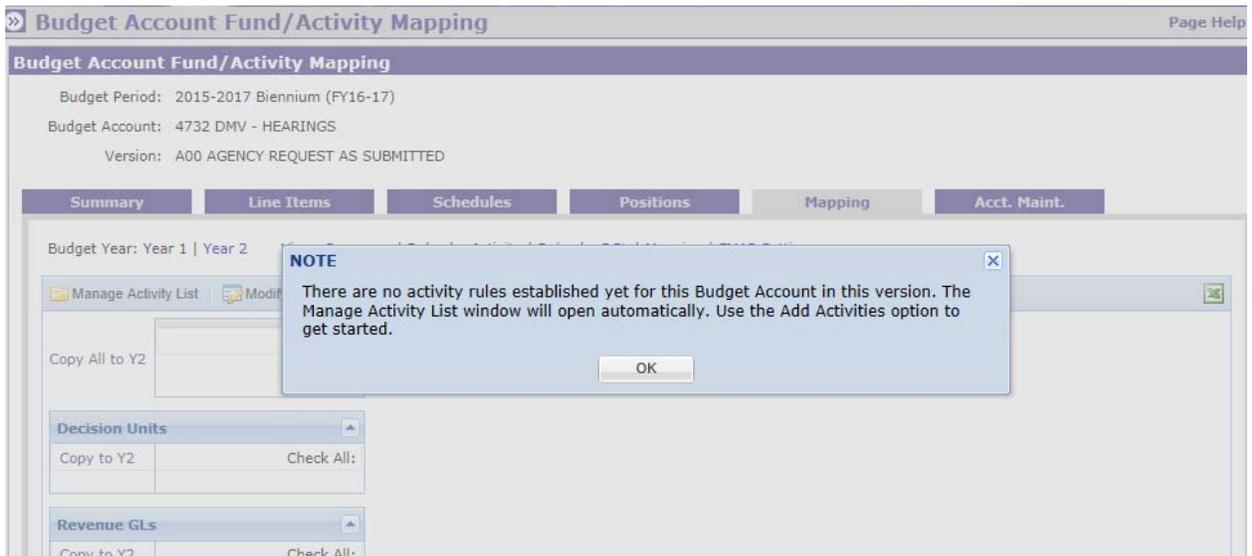
	Total	2511	2512	2520	3107	3316
Line Item RGL Total (\$):	13,047,853	3,436,248	0	0	0	1,134,500
Mapping Total (\$):	7,348,393	2,950,311	0	0	0	1,160,678

Summary Level	Total	2511	2512	2520	3107	3316
3813 B&I - INSURANCE REGULATION	7,290,347	2,950,311	0	0	0	1,154,067
B000 BASE	7,259,792	2,602,093	0	0	0	1,203,058
M100 STATEWIDE INFLATION	-0	107,287	0	0	0	-16,309
M150 ADJUSTMENTS TO BASE	30,556	240,931	0	0	0	-32,682

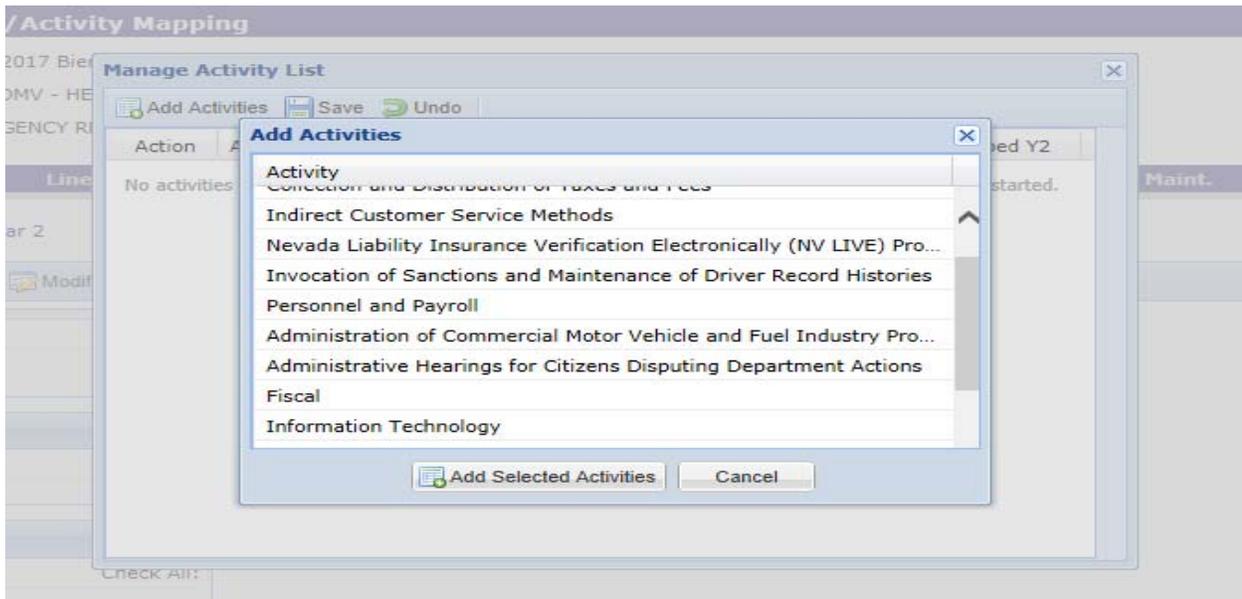
Fund mapping reports will also be available under the Reports tab in NEBS. The reports are under development. Additional information on reports will be distributed as it becomes available.

Below is a scenario that shows the process of mapping in NEBS.

- Scenario One – Budget Account has a Single Funding Source and a Single Activity –** *this scenario uses budget account 4732-DMV Hearings, funding source 2507-Highway Fund Authorization and Activity-Administrative Hearings for Citizens Disputing Department Actions.*
 - Select Mapping Tab and then OK to establish activity



- Select applicable activity from Add Activities menu, click the Add Selected Activities icon and then click the Save icon.



Activity Mapping

7 Bie
/ - HE
ICY R

Manage Activity List [X]

Add Activities Save Undo Unsaved Changes

Action	Activity	Mapped Y1	Mapped Y2
X	Administrative Hearings for Citizens Disput...		

Line
2
Modif

Check All:

Maint

Rules by Activity

- Now you need to establish the Rules by Activity. Select the Modify icon next to Manage Activity List

Budget Account: 4732 DMV - HEARINGS

Version: A00 AGENCY REQUEST AS SUBMITTED

Summary | Line Items | Schedules | Positions

Budget Year: Year 1 | Year 2 View: Summary | Rules by Activity | Rules by RGL | Mapping | FMAP S

Manage Activity List | Modify

Administrative He...

Copy All to Y2 Check All:

Decision Units		
Copy to Y2	Check All:	<input type="checkbox"/>
B000	BASE	<input type="checkbox"/>
M100	STATEWIDE INFLATION	<input type="checkbox"/>
M150	ADJUSTMENTS TO BASE	<input type="checkbox"/>
M300	FRINGE BENEFITS RATE A...	<input type="checkbox"/>
E670	SALARY ADJUSTMENT FO...	<input type="checkbox"/>

- Since you have a single revenue source that funds the single activity, leave the check boxes for all decision units blank; check/select the box for the single revenue source; and check/select all categories. NOTE: By checking/selecting all categories it would be redundant to check/select any boxes for decision units. When done, click the Save icon and Copy All to Y2 (year 2).

Budget Account: 4732 DMV - HEARINGS

Version: A00 AGENCY REQUEST AS SUBMITTED

Summary | Line Items | Schedules | Po

Budget Year: Year 1 | Year 2 View: Summary | Rules by Activity | Rules by RGL

Manage Activity List | Save | Undo

		Administrative He...
Copy All to Y2	Check All:	<input type="checkbox"/>
Copy to Y2	Check All:	<input type="checkbox"/>
B000	BASE	<input type="checkbox"/>
M100	STATEWIDE INFLATION	<input type="checkbox"/>
M150	ADJUSTMENTS TO BASE	<input type="checkbox"/>
M300	FRINGE BENEFITS RATE A...	<input type="checkbox"/>
E670	SALARY ADJUSTMENT FO...	<input type="checkbox"/>

Revenue GLs ▲

Copy to Y2	Check All:	<input type="checkbox"/>
2507	HIGHWAY FUND AUTHORI...	<input checked="" type="checkbox"/>
2510	REVERSIONS	<input type="checkbox"/>
2511	BALANCE FORWARD FRO...	<input type="checkbox"/>
2512	BALANCE FORWARD TO N...	<input type="checkbox"/>
4254	MISCELLANEOUS REVENUE	<input type="checkbox"/>

Categories ▲

Copy to Y2	Check All:	<input checked="" type="checkbox"/>
01	PERSONNEL	<input checked="" type="checkbox"/>
03	IN-STATE TRAVEL	<input checked="" type="checkbox"/>
04	OPERATING EXPENSES	<input checked="" type="checkbox"/>

Budget Account: 4732 DMV - HEARINGS

Version: A00 AGENCY REQUEST AS SUBMITTED

Summary | **Line Items** | **Schedules** | **Positions**

Budget Year: Year 1 | Year 2 View: Summary | Rules by Activity | Rules by RGL | Mapping

Manage Activity List | Save | Undo | Copy Successful

		Administrative He...
Copy All to Y2	Check All:	<input type="checkbox"/>
Copy to Y2	Check All:	<input type="checkbox"/>
B000	BASE	<input type="checkbox"/>
M100	STATEWIDE INFLATION	<input type="checkbox"/>
M150	ADJUSTMENTS TO BASE	<input type="checkbox"/>
M300	FRINGE BENEFITS RATE A...	<input type="checkbox"/>
E670	SALARY ADJUSTMENT FO...	<input type="checkbox"/>

Revenue GLs		
Copy to Y2	Check All:	<input type="checkbox"/>
2507	HIGHWAY FUND AUTHORI...	<input checked="" type="checkbox"/>
2510	REVERSIONS	<input type="checkbox"/>
2511	BALANCE FORWARD FRO...	<input type="checkbox"/>
2512	BALANCE FORWARD TO N...	<input type="checkbox"/>
4254	MISCELLANEOUS REVENUE	<input type="checkbox"/>

Categories		
Copy to Y2	Check All:	<input checked="" type="checkbox"/>
01	PERSONNEL	<input checked="" type="checkbox"/>
02	IN STATE TRAVEL	<input type="checkbox"/>

Rules by RGL

- Select the Rules by RGL menu and then click the Modify icon. NOTE: Since we have established a single revenue source for the single activity under the Rules for Activity link, notice that the Activities box is already prepopulated to reflect these rules.

Budget Account: 4732 DMV - HEARINGS

Version: A00 AGENCY REQUEST AS SUBMITTED

Summary		Line Items		Sche	
Budget Year: Year 1 Year 2 View: Summary Rules by					
Manage RGL List		Modify			
Copy All to Y2		2507		Check All: <input type="checkbox"/>	
Decision Units					
Copy to Y2		Check All: <input type="checkbox"/>			
B000	BASE	<input type="checkbox"/>			
M100	STATEWIDE INFLATION	<input type="checkbox"/>			
M150	ADJUSTMENTS TO BASE	<input type="checkbox"/>			
M300	FRINGE BENEFITS RATE A...	<input type="checkbox"/>			
E670	SALARY ADJUSTMENT FO...	<input type="checkbox"/>			
Activities					
Copy to Y2		Check All: <input checked="" type="checkbox"/>			
0	Administrative Hearings f...	<input checked="" type="checkbox"/>			
Categories					
Copy to Y2		Check All: <input type="checkbox"/>			
01	PERSONNEL	<input type="checkbox"/>			
03	IN-STATE TRAVEL	<input type="checkbox"/>			
04	OPERATING EXPENSES	<input type="checkbox"/>			
05	EQUIPMENT	<input type="checkbox"/>			
26	INFORMATION SERVICES	<input type="checkbox"/>			

Similar to what was done under the Rules by Activity link; you only need to check/select all of the categories since checking/selecting all decision units is redundant and not necessary for this given scenario.

Budget Account: 4732 DMV - HEARINGS

Version: A00 AGENCY REQUEST AS SUBMITTED

Summary		Line Items		Sch	
Budget Year: Year 1 Year 2 View: Summary Rules by					
Manage RGL List Save Undo Unsaved Changes					
Copy All to Y2				2507	
		Check All:		<input type="checkbox"/>	
M100	STATEWIDE INFLATION			<input type="checkbox"/>	
M150	ADJUSTMENTS TO BASE			<input type="checkbox"/>	
M300	FRINGE BENEFITS RATE A...			<input type="checkbox"/>	
E670	SALARY ADJUSTMENT FO...			<input type="checkbox"/>	
Activities					
Copy to Y2		Check All:		<input checked="" type="checkbox"/>	
0	Administrative Hearings f...			<input checked="" type="checkbox"/>	
Categories					
Copy to Y2		Check All:		<input checked="" type="checkbox"/>	
01	PERSONNEL			<input checked="" type="checkbox"/>	
03	IN-STATE TRAVEL			<input checked="" type="checkbox"/>	
04	OPERATING EXPENSES			<input checked="" type="checkbox"/>	
05	EQUIPMENT			<input checked="" type="checkbox"/>	
26	INFORMATION SERVICES			<input checked="" type="checkbox"/>	
30	TRAINING			<input checked="" type="checkbox"/>	
87	PURCHASING ASSESSMENT			<input checked="" type="checkbox"/>	
88	STATEWIDE COST ALLOC...			<input checked="" type="checkbox"/>	

- Click the Save icon when done.

Budget Account: 4732 DMV - HEARINGS

Version: A00 AGENCY REQUEST AS SUBMITTED

Summary		Line Items		Sche	
Budget Year: Year 1 Year 2 View: Summary Rules by					
Manage RGL List Modify Save Successful					
Copy All to Y2			2507		
		Check All:	<input type="checkbox"/>		
M100	STATEWIDE INFLATION		<input type="checkbox"/>		
M150	ADJUSTMENTS TO BASE		<input type="checkbox"/>		
M300	FRINGE BENEFITS RATE A...		<input type="checkbox"/>		
E670	SALARY ADJUSTMENT FO...		<input type="checkbox"/>		
Activities					
Copy to Y2		Check All:	<input checked="" type="checkbox"/>		
0	Administrative Hearings f...		<input checked="" type="checkbox"/>		
Categories					
Copy to Y2		Check All:	<input checked="" type="checkbox"/>		
01	PERSONNEL		<input checked="" type="checkbox"/>		
03	IN-STATE TRAVEL		<input checked="" type="checkbox"/>		
04	OPERATING EXPENSES		<input checked="" type="checkbox"/>		
05	EQUIPMENT		<input checked="" type="checkbox"/>		
26	INFORMATION SERVICES		<input checked="" type="checkbox"/>		
30	TRAINING		<input checked="" type="checkbox"/>		
87	PURCHASING ASSESSMENT		<input checked="" type="checkbox"/>		
88	STATEWIDE COST ALLOC...		<input checked="" type="checkbox"/>		

Mapping

- Select the Mapping link.

Budget Account Fund/Activity Mapping

Budget Period: 2015-2017 Biennium (FY16-17)
 Budget Account: 4732 DMV - HEARINGS
 Version: A00 AGENCY REQUEST AS SUBMITTED

Summary | Line Items | Schedules | Positions | **Mapping**

Budget Year: Year 1 | Year 2 View: Summary | Rules by Activity | Rules by RGL | Mapping | FMAP Settings

Data Validation Edits

Manage Mapping Levels

BA: 4732 - Default Mapping

In this scenario, we are not concerned with the Manage Mapping Levels function, so select the Default Mapping bar.

Budget Account: 4732 DMV - HEARINGS
 Version: A00 AGENCY REQUEST AS SUBMITTED

Summary | Line Items | Schedules | Positions

Budget Year: Year 1 | Year 2 View: Summary | Rules by Activity | Rules by RGL | Mapping

Data Validation Edits

Manage Mapping Levels

BA: 4732 - Default Mapping

Manage Mapping Levels | **Modify** | Copy to Y2 | Invalid Mapping

LEVEL SUMMARY		Total Exp			2507
Expenditure Total (\$):	1,241,507				
Less Mapped at Lower Lvl (\$):	0				
Less Fixed Mapping (\$):	0				0
Actv Dynamic (%):	%		0.00%		%
RGL Dynamic (%):					0.00%
Dynamic Mapping (\$):	0				0
Mapped Total (\$):	0				0

Activity: Administrative Hearings for Citizens Disputing Department Actions				
	Total Exp	Alloc	Balance	2507
Expenditure Total (\$):	1,241,507	0.00%	0	
Fixed (\$):	0			0
Actv Dynamic (%):	0.00%			0.00%
RGL Dynamic (%):				0.00%
Dynamic Total (\$):	0			0
Total (\$):	0			0

- Click the Modify icon and enter 100% in the yellow Expenditure Total box and 100% in the yellow Activity Dynamic box, select Save and the Copy to Y2 icon.

Budget Account: 4732 DMV - HEARINGS

Version: A00 AGENCY REQUEST AS SUBMITTED

Summary	Line Items	Schedules	Positions
---------	------------	-----------	-----------

Budget Year: Year 1 | Year 2 View: Summary | Rules by Activity | Rules by RGL | Mapping

Data Validation Edits

Manage Mapping Levels 

BA: 4732 - Default Mapping

Manage Mapping Levels Save Undo Invalid Mapping

LEVEL SUMMARY

	Total Exp		2507
Expenditure Total (\$):	1,241,507		
Less Mapped at Lower Lvl (\$):	0		
Less Fixed Mapping (\$):	0		0
Actv Dynamic (%):	%	0.00%	%
RGL Dynamic (%):			0.00%
Dynamic Mapping (\$):	0		0
Mapped Total (\$):	0		0

Activity: Administrative Hearings for Citizens Disputing Department Actions

	Total Exp	Alloc	Balance	2507
Expenditure Total (\$):	1,241,507	0.00%	0	
Fixed (\$):	0			0
Actv Dynamic (%):	0.00%			0.00%
RGL Dynamic (%):				0.00%
Dynamic Total (\$):	0			0
Total (\$):	0			0

Summary
Line Items
Schedules
Positions

Budget Year: Year 1 | Year 2 View: Summary | Rules by Activity | Rules by RGL | Mapping

Data Validation Edits

Manage Mapping Levels

BA: 4732 - Default Mapping

Manage Mapping Levels | Save | Undo | Valid Mapping | Unsaved Changes

LEVEL SUMMARY

	Total Exp		
Expenditure Total (\$):	1,241,507		2507
Less Mapped at Lower Lvl (\$):	0		
Less Fixed Mapping (\$):	0		0
Actv Dynamic (%):	100.00%	100.00%	100.00%
RGL Dynamic (%):			100.00%
Dynamic Mapping (\$):	1,241,507		1,241,507
Mapped Total (\$):	1,241,507		1,241,507

Activity: Administrative Hearings for Citizens Disputing Department Actions

	Total Exp	Alloc	Balance	
Expenditure Total (\$):	1,241,507	100.00%	1,241,507	
Fixed (\$):	0			0
Actv Dynamic (%):	100.00%			100.00%
RGL Dynamic (%):				100.00%
Dynamic Total (\$):	1,241,507			1,241,507
Total (\$):	1,241,507			1,241,507

Budget Account: 4732 DMV - HEARINGS

Version: A00 AGENCY REQUEST AS SUBMITTED

Summary | Line Items | Schedules | Positions

Budget Year: Year 1 | Year 2 View: Summary | Rules by Activity | Rules by RGL | Mapping

Data Validation Edits

Manage Mapping Levels 

BA: 4732 - Default Mapping

Manage Mapping Levels  Modify  Copy to Y2 | Valid Mapping | Copy Successful

LEVEL SUMMARY

	Total Exp			2507
Expenditure Total (\$):	1,241,507			
Less Mapped at Lower Lvl (\$):	0			
Less Fixed Mapping (\$):	0			0
Actv Dynamic (%):	100.00%	100.00%		100.00%
RGL Dynamic (%):				100.00%
Dynamic Mapping (\$):	1,241,507			1,241,507
Mapped Total (\$):	1,241,507			1,241,507

Activity: Administrative Hearings for Citizens Disputing Department Actions

	Total Exp	Alloc	Balance	2507
Expenditure Total (\$):	1,241,507	100.00%	1,241,507	
Fixed (\$):	0			0
Actv Dynamic (%):	100.00%			100.00%
RGL Dynamic (%):				100.00%
Dynamic Total (\$):	1,241,507			1,241,507
Total (\$):	1,241,507			1,241,507

Appendix

This section is provided as a supplement to this Manual, and contains frequently asked questions and answers regarding Activity/Fund Mapping procedures. Click on any question below to view its corresponding answer, or navigate to the pages immediately following this one. If you have a question that does not appear in this list or if you need further clarification on a particular question, please contact your assigned budget analyst.

- [Logical limits can be set on RGLs. Can they also be set on Expenditures?](#)

Frequently Asked Questions

Q: *Logical limits can be set for RGLs. Can they also be set on Expenditures?*

A: *The system only provides for limits set on revenues. The total revenue would equal to total sum distributed to the various expenditures. If the total revenue exceeds the limit set by the user, the note entered by the user should identify how to adjust the budget to satisfy the limit. This could include how to adjust the various expenditures. For instance, exceeding the grant revenue could be corrected by reducing the contracts funded by the grant.*